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15-194  
09/17/15

## **CLETS- Protecting Sensitive Criminal Justice Information** (Supersedes 15-125, "CLETS-Related Documents")

Members are again reminded not to attach CLETS-related documents (e.g., CII, SFRAP, DMV\* or Cal Photo) when preparing incident reports using the Crime Data Warehouse or any other Department approved report form. This includes the narrative and statement areas of the report.

(\***The DMV printout is no longer required to be attached to the 12500/14601 CVC report.** Please see DB 15-195 "Revised Instructions for SFPD Form 164 14601 CVC/12500 CVC Report" for updated SFPD 164 form and procedures.)

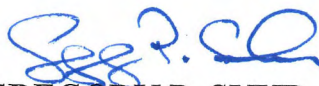
It is a violation of the Department of Justice CLETS policy to attach CLETS or CJIS (criminal justice information system) data, to any outgoing Department email, including "sworn-only" addressees. Members are reminded that all email transactions are public information and subject to the Sunshine Ordinance.

Rebooking packages may continue to be compiled in coordination with the assigned District Attorney and delivered personally; no discovery packets nor local QRAP information may be provided via email.

Members shall not photograph any CLETS-related documents nor shall they store any CLETS-related data on personal devices.

Supervisors are encouraged to review their subordinates work to ensure compliance and to hold their subordinates accountable.

Members may contact Hilarie Coby, SFPD CLETS administrator, at 1-415-837-7336 or [hilarie.coby@sfgov.org](mailto:hilarie.coby@sfgov.org) for any questions regarding the use of CLETS.

  
GREGORY P. SUHR  
Chief of Police